

Appendix C

**EXAMPLE LETTER OF
AUTHORIZATION/IDENTIFICATION**

DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY COMMUNICATIONS-ELECTRONICS COMMAND
AND FORT MONMOUTH
FORT MONMOUTH, NEW JERSEY 07703-5000

AMSEL-LC-RE-FM

15 Nov 00

TO: Whom It May Concern

SUBJECT: Letter of Authorization/Identification

Mr. John Doe, 555-55-5555, equivalent grade of GS-12, the bearer of this letter, is an employee of XYZ, Inc. which has a contract with this agency under government contract number GS-02-T98-CJA-0105. The contract period of performance is from 1 October 2000 to 30 September 2001. **The named bearer is not eligible or authorized to use available travel discounts in accordance with government contracts or agreements. Government contract city pair fares are not available to contractors.** Additionally, the named bearer is authorized to use government-furnished transportation if commercially available transportation is not available or is not cost effective.

In accordance with the Joint Travel Regulation, VOL II, Mr. Doe is entitled to all discounts (hotel, rental car, etc.) given to civilian personnel working for the Department of Defense.

Mr. Doe is additionally authorized to utilize government-furnished services and facilities, to include post exchange, commissary, care and treatment at medical and dental facilities, and use of government messing, billeting, and MWR facilities.

Mr. Doe will depart Fort Monmouth, NJ, for Fort Benning, GA; Seckenheim, Germany; Scopje, Macedonia; and Kosovo on or about 20 November 2000, and return to Fort Monmouth, NJ, after outprocessing through Fort Benning, GA, on or about 20 November 2001. He will support KFOR, TFF, and NATO missions as outlined by the 5th Signal Command. Ultimate unit of assignment is 17th Signal Battalion. Mr. Doe has a current security clearance of SECRET.

Excess baggage authorized: 3 bags, 60 pounds each.

Marvin T. Schultz
Contracting Officer

2112020 62-7510 P4200000 S28043
42 3808.00000.0000.RFZZZ.1